

~~SECRET~~

Security Information

27 March 1952

MEMORANDUM

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report - Period 21 - 27 March 1952

I. Completed Projects

None

II. Projects in Process

1. Project 51-3, Summer Seminar on the Near East. The Selection Board members have been designated. A memorandum listing the names of Board members is being prepared for the D/TR.
2. Project 51-13, Register of Training Activities. A meeting was held with [REDACTED] of TR(S) and [REDACTED] to coordinate the recording of the various training programs of O/TR. It was decided that the punching of the IBM cards would be done with the new equipment procured by TR(S) in Building [REDACTED]. Much of the TR(S) data which is punched on their cards is similar to the requirements of O/TR(G). [REDACTED] will proceed to design a card to meet O/TR(G) requirements, using where possible the same information that is incorporated into the TR(S) system.
3. Project 51-26, Briefing of [REDACTED]. Meetings were held with [REDACTED] of TSS and [REDACTED] O/SO to discuss the possibility of incorporating TSS requirements into the O/SO and O/PC briefings. Another meeting will be held before a decision is made. Drafting of the Staff study on this project is proceeding.

4.



5X1A1d

JOB NO. [REDACTED] FOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 39 NO CHANGE
 IN CLASS DECLASS. CLASS CHANGED TO: TS SECRET. JUST. 22
 NEXT REV DATE 10 MAY DATE 30/8/80 REVIEWED 26/9/80 TYPE DOC. 02
 NO. PGS. 20 CREATION DATE [REDACTED] ORG COMP 11 OF 11 ORG CLASS S
 REV CLASS [REDACTED] REV COORD. AUTH: HN 70-3

~~CONFIDENTIAL~~~~SECRET~~

Security Information

~~SECRET~~

CONFIDENTIAL

25X1A9a

5. Project 52-9, Training for Employee Evaluation. A meeting was held to discuss setting up a program for training supervisors on the use and method of completing a proposed evaluation form. A summary report of this meeting was forwarded to the D/TR through the DD/TR(G). A film strip, "Coaching the Management Team", produced by the Ford Motor Company has been obtained for possible use in this training program. It will be previewed by Messrs. [REDACTED] next Tuesday or Wednesday.

6. Project 52-11, Special Weapons Orientation Course. Memoranda have been forwarded to all interested offices advising them of the class number and dates for attendance at the course. A request to assign the registering function for this project to the Registrar has been forwarded to the Chief of the Support Staff. The O/TR candidate to attend the first class has been selected.

III. Newly Assigned Projects

None

IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.
4. Project 51-11, Basic Intelligence Course.
5. Project 51-14, Cable Preparation Course.
6. Project 51-20, Administrative Support to Field Training Operations.
7. Project 51-21, Area and Language Specialists.
8. Project 51-22, Wartime Role of CIA as it Relates to Mission of O/TR.
9. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
10. Project 52-5, CIA Employee Improvement.
11. Project 52-8, National Security Presentations.

CONFIDENTIAL

~~SECRET~~

Security Information

25X1A9a